



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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Dan Boyd  
Executive Director  
Community Services of Northeast Texas, Inc.  
Linden, TX  
Email: [dan.boyd@csntexas.org](mailto:dan.boyd@csntexas.org)

RE: MONITORING REPORT *DESK* REVIEW CONDUCTED DECEMBER, 2022  
HOME TBRA CONTRACT NO. 1003042

Dear Mr. Boyd:

The Texas Department of Housing and Community Affairs (the Department) conducted a monitoring review of the above mentioned contract. The goal of the review was to provide reasonable but not absolute assurance regarding compliance with federal and state requirements and program objectives.

To achieve this goal, a sample of transactions and files were selected and tested. The attached report details the scope and results of the review.

Based on the limited scope of the review, no findings were identified. Please note although there were no findings, it is the responsibility of Community Services of Northeast Texas, Inc. to maintain compliance throughout the contract and affordability period, as applicable. No further action is required at this time for this review. This review is **closed**.

The Department wishes to express our appreciation for the cooperation of your staff in facilitating this review. If you have any questions or concerns regarding this visit, please feel free to contact me via email at [andrea.glienke@tdhca.state.tx.us](mailto:andrea.glienke@tdhca.state.tx.us)

Sincerely,

*Andrea Glienke*

Andrea Glienke  
Compliance Subrecipient Monitor

AG

cc: Abigail Versyp, Director of SFHP  
Chad Landry, Manager of Single Family Programs  
Brenda Hull, Program Services Manager



**Monitoring Scope:**

The scope of the monitoring review covered contract activity from 7/13/20 to 11/30/2022 to determine if HOME funds were used to assist eligible households and whether those funds were expended in accordance with applicable federal and state regulations and contractual requirements. Department staff conducted the following steps:

- A review of household files.
- A review of the financial records.